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Maine Occupational Information Coordinating Committee Newsletter, February 1991

Maine Occupational Information Coordinating Committee

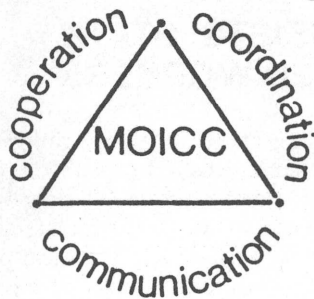
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Maine Occupational Information Coordinating Committee

NEWSLETTER

February 1991

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CAREER DEVELOPMENT: PUTTING THE PIECES TOGETHER



The Maine Occupational Information Coordinating Committee (MOICC) will present the 13th Career Education and Career Information Conference on June 24-25, 1991 at Central Maine Technical College in Auburn, Maine. This year's theme, CAREER DEVELOPMENT: PUTTING THE PIECES TOGETHER, will focus on an examination of factors relating to career development for all people at all age levels. Those professionals involved in five-year planning, downsizing, planning employment changes, working with people dealing with changes, or working to increase the personal aspirations of youth or adults will be challenged, energized and invigorated by the presentations.

As in past years, the MOICC is bringing talented, dynamic and exciting keynote speakers to set the stage for in-depth discussions of the pieces of the career development picture. Monday's keynote speaker, Jeffrey Hallett, President and co-founder of The PresentFutures Group, Falls Church, Virginia, will address the relentless changes facing all workers and organizations as we go through the '90s. Mr. Hallett recently appeared on The McNeil Lehrer News Hour on Public Broadcasting System television discussing the economy and changes in the workplace. He will be looking at existing organizations and how they must change to meet the needs and demands of the work force and the economy of the future. For all professionals involved in guiding, planning or working for change in organizations, Mr. Hallett's presentation will stimulate, excite and provoke discussion and action for change.

President and General Counsel of her firm, Kuykendall, Ltd., Dr. Crystal A. Kuykendall will share her thoughts on wellness, self-esteem, and achieving balance

in a ever-changing world during Tuesday's keynote session. Dr. Kuykendall is educator, counselor and lawyer who has experience in problem resolution, aspirations and community leadership. She believes that "perfect balance is achieved by...a harmony of five major components of occupational physical, emotional, spiritual and intellectual wellbeing. Talk with Dr. Crystal A. Kuykendall for an hour and you start believing she runs an a different clock to everybody else." (The West Australian, October 14, 1990.)

Afternoon sessions will include workshops on Looking at the Paradigm Shift; "Workforce 2000": Real People, Real Needs; Understanding the Process of Change: Organizations, Systems and People; Positive Changes in Maine: Business and Education Experiences That Work; Labor Market Information: What is the Truth? and Relationships and Power.

In modeling balance in the workplace, a late afternoon Monday session will include ACTIVE learning in the form of a potpourri of physical activities and initiative problems.

The registration fee for the two day conference is \$100 (if received before May 31), the same fee as last year's conference, with lodging at an additional cost. The MOICC has made a commitment to bring your organization a high quality, cost-effective training experience designed to increase knowledge and awareness of theory and techniques to enhance your abilities to deal with the ever-shifting world of work.

State House Station 71, Augusta, Maine 04333-0071
(207) 289-2331

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FUNDAMENTALS OF CAREER DECISION MAKING

A new publication, *Fundamentals of Career Decision Making*, will be published in February 1991. This booklet, a part of the Career Perspectives Series, is designed for middle school and junior high school students. The purpose of the book is to introduce students to career and educational planning concepts in a simple, yet informative, format. Included as part of the Maine Job Box, this booklet can provide the focus for small group discussions or personalized essays.

GIS AND COUNSELOR EDUCATION

On January 11, 1991, the counselor education program at the University of Southern Maine became one of ten pilot sites throughout the United States to receive the Guidance Information System (GIS). The counselor education program will be providing feedback and curriculum ideas to the developers of GIS.

TIMESHARE--EDUCATIONAL SOFTWARE DIVISION HOUGHTON MIFFLIN?? OR RIVERSIDE PUBLISHING?! WHO RUNS THE SHOW FOR GIS?

The Guidance Information System is now formally a part of the product and service deliverables of Riverside Publishing Company. Riverside, a subsidiary of Houghton Mifflin, will be responsible for GIS research, product development, marketing, training, and technical assistance.

UPCOMING PRESENTATIONS

MOICC staffer Stephen D. Thompson will present two workshops at the upcoming Maine Association of Counseling and Development (MEACD) conference on April 8-9, 1991 at the Samoset Resort in Rockland, Maine.

"Work and Family: Putting It All Together" will present the findings of the Work/Family Integration Study conducted at eight Maine schools. The participants will have an opportunity to discuss the recommendations of the study in terms of applications at their school systems.

"Life Work Imaging: Connecting Our Inner and Outer Worlds to Create a Positive Life Work Reality", presented with Dr. Kenneth Hamilton, will introduce the concepts of Life Work Imaging and the process of guided visualization. The participants will participate in a guided imagery that will focus on Life Work planning.

The MOICC NEWSLETTER is published four times per year. Information for inclusion in NEWSLETTER should be sent to Catherine H. Van Dyke, editor, c/o MOICC, State House Station 71, Augusta, Maine 04333.

MOICC ASSISTS STATE DISLOCATED WORKERS

With recent layoff notices sent to 502 state employees, state human resource personnel have been developing plans for assisting the dislocated workers. To help with this effort, MOICC staff members have provided technical assistance and STM's CHOICES CT software program. Dislocated workers will participate in career transition workshops and individual counseling services. CHOICES CT will allow counselors to input personal work histories and, through analysis, determine new job possibilities.

WHERE TO LOOK FOR JOBS

Whether you are looking for your first job or looking for a better one, you must know where to look. Further, to find a job in the shortest time possible, you must increase the number of job leads you have. The number and type of job leads you will explore depends on the kind of job you are seeking and the amount of information you have.

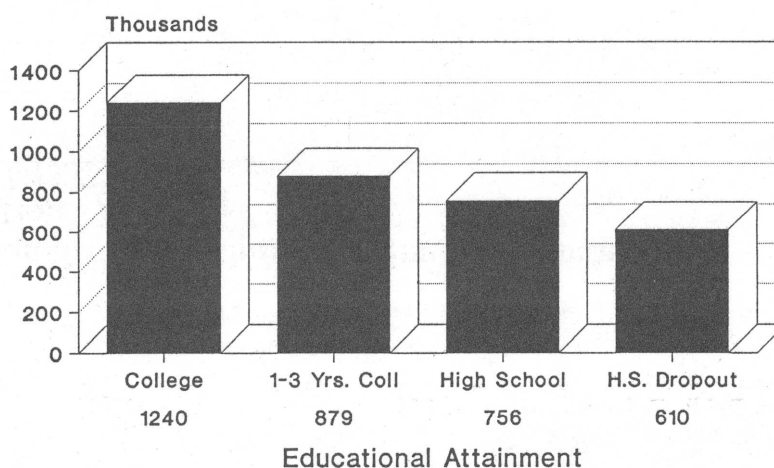
Listed below are various sources where you can obtain job leads. Depending on the type of job you are looking for, you may want to explore the following:

- > Friends, neighbors, relatives, counselors, teachers, classmates, co-workers--everyone you meet.
- > Classified ads of newspapers, professional association journals, trade journals, and newsletters.
- > Chambers of Commerce, labor unions, and business and professional associations.
- > Business Directories, Yellow Pages, and other directories.
- > School and college career planning and placement centers (services may be available only to students and alumni of the school).
- > "Experts" in your field of interest who can provide information on opportunities, specific job requirements, and whether your qualifications match those needed.
- > Federal, state or county civil service positions. To apply you must file an application for a specific job(s). A test may be required. Recruitment announcements are advertised in the classified section of the daily newspaper or posted at government personnel offices which are listed in the telephone directory.
- > Maine State Job Service. Free placement and testing services and a listing of job openings are available. Visit or call the office nearest you.
- > Private employment agencies. A fee may be charged for their services. Before using their services, be sure you understand fee schedules and what the agencies can and cannot do for you. Check with the Better Business Bureau of the State Bureau of Consumer Credit Protection to be sure there are no complaints filed against the agency you are interested in contacting.

LIFETIME EARNING POTENTIAL INCREASES WITH HIGHER EDUCATION

Statistics released by the U.S. Department of Labor indicate that there is a decided advantage to attaining higher levels of education in terms of lifetime earning potential. In 1987, average annual wages by educational attainment were \$31,000 for persons with at least a four year college degree, \$21,975 for persons with 1 to 3 years beyond high school, \$18,900 for persons with a high school diploma, and \$15,250 for persons with less than a high school diploma. Using these figures and multiplying them by 40 to represent the expected amount of working years, with no adjustment for inflation, lifetime earnings for college graduates would be \$1,240,000, for those with 1 to 3 years of school beyond high school would be \$879,000, for high school graduates would be \$756,000, and for high school dropouts would be \$610,000. A time of unemployment may be a good time to consider increasing your education level. It seems clear that the high cost of college education shouldn't be a deterrent because the payoff will be well worth the investment.

Lifetime Earnings by Educational Attainment



1987 Income -- 40 Year Total

INTERVIEW QUESTIONS AND ANSWERS

What made you apply for this job?

Be ready to cite several reasons why you think your current level of skill and interest help qualify you for the position and also several points why you are particularly interested in the employer, which will reflect the research you have done on the organization.

What kinds of people rub you the wrong way?

This is no time to get into personal likes and dislikes. The interviewer really wants to see if you get along well with most people. A good answer may be that you generally like those with whom you have worked, but that you do get upset with people who don't do their share of the work.

What are your major weaknesses?

Once again, this is no time to let it all hang out. The best approach may be to list a few "weaknesses" which actually could be advantages, such as being impatient to get things done, being a perfectionist, or having a tendency to take your work too seriously.

May I answer any questions about the job?

Be prepared to ask several good questions about the job, such as with whom you work, how work is evaluated, and how you can learn more about the job now. Don't focus on salary and benefits; let the employer bring that up. Also before you leave the interview, be sure to express interest in the job, if you feel it, and ask what will happen next and when.

OCCUPATIONAL PROJECTIONS TO THE YEAR 2000

Occupational projections to the year 2000 in Maine reveal very important information regarding future work opportunities for today's career decision makers. The tendency for individuals is to focus on growth occupations, i.e., looking primarily at occupations which are expected to grow rapidly in the future according to the projections. It is important to remember that occupational employment opportunities arise from a combination of growth and the need to replace workers who leave employment for a variety of reasons.

In the last NEWSLETTER, tables containing the 15 fastest growing and the 15 most rapidly declining occupations were provided. Analysis of the new projections series provides some indicators for individual educational planning. Looking at rankings of occupations in Maine by both growth rates and actual projected job openings sheds some light upon the levels of education needed in the future economy. A general pattern emerging from the analysis is that the best employment opportunities will be for those occupations requiring education beyond high school. In addition, many of these opportunities will exist in health care industries and in industries employing technologically skilled individuals.

The overall projected occupational growth rate between 1988 and 2000 in Maine is 16.6 percent. The following table presents information on managerial occupations which are expected to grow more rapidly than the average for all occupations. Employment in managerial occupations is expected to make up 8 percent of all employment in Maine by the year 2000. Managerial occupations in medicine and health services exhibit the greatest rate of growth within all managerial occupations. Reduced rates of growth in government agency budgets should result in public administration occupations growing more slowly than other managerial occupations.

SELECTED OCCUPATIONS IN MAINE WITH GREATER THAN AVERAGE PROJECTED GROWTH TO THE YEAR 2000

Titles	1988 Employment	2000 Employment	Percent Change
MANAGERIAL	44,306	52,927	19.5
Personnel, Training Labor Relations	654	796	21.7
Marketing, Advertising, Public Relations	1,356	1,748	28.9
Administrative Services	1,039	1,294	24.5
Medicine & Health Services	865	1,222	41.3
Communication, Transportation, Utilities	835	992	18.8
Food Services & Lodging	4,255	5,581	31.2
Public Administration	574	679	18.3
General Managers/Top Executives	17,128	20,139	20.5

Source: Maine Department of Labor, Division of Economic Analysis and Research, OES Projections Series 1988-2000.

JOB-WINNING LETTERS

Job seekers spend a great deal of time--and money--trying to create the perfect resume. But a resume isn't necessarily the key to landing a first interview. In many cases a letter of introduction is more effective. A letter gives you the leeway to explain more than just who you are. It allows you to point out specifically why you would be an asset to that company.

Some tips:

1. In the first line, you want to establish some kind of bond with the addressee so that she'll decide it's worth her time to read on. Start with the name of a mutual acquaintance, the specific reason you're interested in the company, or mentioning an advertisement you've seen, to catch the reader's eye and form that bond.
2. State immediately why you're writing. The reader is busy and wants to know "What's the point here?" Show that you've done your homework on the company.
3. State directly and succinctly what you have to offer. A common mistake is to begin by outlining what you're looking for in a job rather than what you can offer the company. Tell them what you have to offer as specifically as possible.
4. It's important to draw the letter to a close by directly stating that you would like to meet. Specify what it is you would like to discuss in the meeting.
5. Always say that you will call to set up an appointment. Never put the ball in her court by saying "I look forward to hearing from you." Be assertive about the fact that you expect to set up a meeting.

From: Out the Organization, MasterMedia, Ltd.

JOB SEARCH BOOKS

Bernard Haldane Associates' Job & Career Building. Richard Germann & Peter Arnold. Ten Speed Press, 1980.
Career America: Federal Career Directory. US Office of Personnel Management, 1990.
Career Dimensions: Personal Planning Guide, Manager's Guide and Trainer's Guide. Walter D. Storey. University Associates, 1986.
Career Finder: Pathways to Over 1500 Entry Level Jobs. Lester Schwartz & Irv Brechner. Ballantine, 1982.
The Changer & The Changed: A Working Guide to Personal Change. Carol Bershad & Nancy DiMella. Management Sciences for Health, 1983.
Dictionary Of Occupational Titles. U.S. Department of Labor, 1977.
Discover What You're Best At: The National Career Aptitude System & Career Directory. Barry & Linda Gale. Simon & Schuster, 1982.
Don't Use a Resume Use a Qualifications Brief. Richard Lathrop. Ten Speed Press, 1980.
Great Careers: The Fourth of July Guide to Careers, Internships & Volunteer Opportunities in the Nonprofit Sector. Debra Cottrell Smith. Garrett Park Press, 1990.
Guide for Occupational Exploration. Thomas F. Harrington & Arthur J. O'Shea. National Forum Foundation, 1984.
How to Have a Winning Job Interview. Deborah Perlmutter Bloch. National Textbook Co., 1987.
Information Interviewing: What It Is & How to Use It in Your Career. Martha Stoodley. Garrett Park Press, 1990.
Job Finding Fast. J. Michael Farr. Glencoe Publishing Co., 1988.
Job Seeking & How & Where: Instructor's Guide. South Carolina Dept. of Education, 1982.
Joyce Lain Kennedy's Career Book. Joyce Lain Kennedy & Darryl Laramore. National Textbook Co., 1988.
Martin's Magic Formula for Getting the Right Job. Phyllis Martin. St. Martin's Press, 1987.
Occupational Outlook Handbook 1990-91. U.S. Dept. of Labor, 1990.
The Quick Job Hunting Map: Advanced Version. Richard N. Bolles. Ten Speed Press, 1979.
The Quick Job Search. J. Michael Farr. JIST Works, Inc., 1989.
The Right Place at the Right Time: Finding a Job in the 1990's. Robert Wegmann & Robert Chapman. Ten Speed Press, 1990.
Sweaty Palms: The Neglected Art of Being Interviewed. H. Anthony Medley. Ten Speed Press, 1984.
The Three Boxes of Life and How to Get Out of Them. Richard N. Bolles. Ten Speed Press, 1978.
What Color Is Your Parachute.? Richard N. Bolles. Ten Speed Press, 1988.
Who's Hiring Who. Richard Lathrop. Ten Speed Press, 1977.

WORK/EDUCATION RESOURCE CENTER

The W/ERC has many resources to assist you or your clients in a job search. Here are some highlights of the job search collection. Call Cindy at 289-2331 for further information.

JOB SEARCH VIDEOS

If At FirstHow to Get a Job and Keep It

Job Hunt....Staying on Track

Job Interviews: Tipping the Odds

Job Survival Skills: Working With Others

Jobs for the 90s

Jobs of the 21st Century

Preparing for the Jobs of the 1990s: What You Should Know

Resume Writer

Resumes that Get Interviews: Interviews that Get Jobs

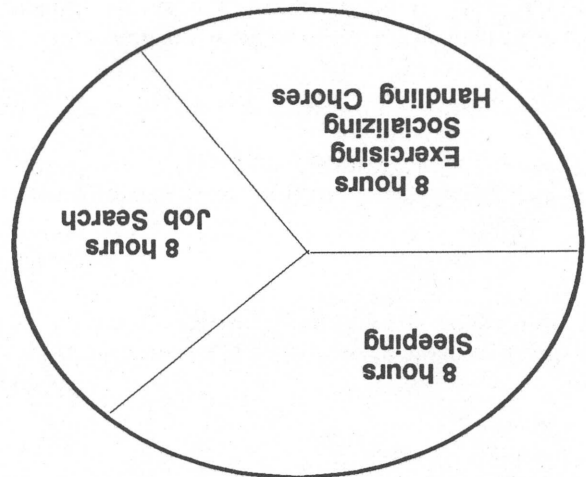
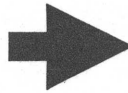
Setting Career Goals: The Video Way

The Ten Fastest Growing Careers: Jobs for the Future

Transitions: Choices For MidCareer Changers

The Winning Job Interview

- Document accomplishments
- Research
- Paper work
- Telephone calls
- Interviews, interviews
- Networking
- Reading
- Developing marketing plan
- Identifying contacts
- Copying materials



UNEMPLOYED?
LOOKING FOR A JOB IS A FULL TIME JOB

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 Augusta, Maine 04333-0071**

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JUNE 24-25, 1991